

# MINUTES

## HUMAN RESOURCES COMMITTEE

### CITY OF BRANSON, MISSOURI

March 13, 2015

#### **1) Call to Order**

The Human Resources Committee met in the Municipal Court Room of City Hall, Friday, March 13, 2015 at 10:30 a.m. The meeting was called to order by Mayor Raeanne Presley.

#### **2) Roll Call**

Committee Members present were Mayor Raeanne Presley, City Administrator Bill Malinen, Alderman Bob Simmons, and Kris Jones.

Also present: HR Director Jan Fischer, HR Manager John E. Butler, Employee Human Resources Committee (EHRC) Chairperson Hillary Bargman, HR Specialist II Norlene Hillier, and HR Specialist I Kimberly Cooper.

#### **3) Acknowledgement February 13, 2015.**

The minutes of the February 13, 2015 meeting were acknowledged on a motion by Alderman Bob Simmons, seconded by Kris Jones. Motion passed.

#### **4) Discussion of previous Human Resource Committee items.**

HR Director, Jan Fischer updated the Committee on previous topics that have been discussed during the HR Committee Meetings.

#### **5) Discussion of the 2014 Turnover Report compared with last 5 years.**

Jan Fischer presented the Turnover Report over the past 5 years as well as other cities' overall turnover over the last five years. The City's Turnover Report was broken down by department so that the Committee could review the departments by comparison. A discussion was held regarding the numbers and possible ways to review the information to see if the City needs to do further investigation.

#### **6) Discussion of the City's satisfaction/dissatisfaction with its Workers' Compensation/Property Liability carrier (Midwest Public Risk).**

Jan Fischer informed the committee of the benefits of continuing service with the City's current Workers' Compensation/Property Liability carrier which is Midwest Public Risk (MPR). He informed them that being a part of this pool, the City receives great service and value added benefits. He notified the committee that part of the requirements of the pool is that if the City would like to discontinue service, the City would have to notify the pool by April 1, 2015 in writing. Bill Malinen and Jan Fischer both recommended that the City does not pull out of the pool and that the City continues using MPR as the Workers' Compensation/Property Liability carrier. The committee agreed that it was in the City's best interest to continue service with MPR and not write a withdrawal letter.

#### **7) Discussion of the 2015 Employee Survey.**

Jan Fischer provided a sample survey for the committee to review and informed the committee that he does not recommend utilizing the third party administrator survey provider that was used in the past. Instead, Jan suggested that the City utilize a program called Survey Monkey. The committee offered several suggestions to improve the survey, including: narrowing the focus of the survey, splitting up the survey into several mini surveys, utilizing less questions that are not repetitive, adding more comments sections, and ensuring the employees feel comfortable with utilizing Survey Monkey rather than a Third Party Administrator.

#### **8) Human Resources Director's Report.**

The committee was informed that Chad Forster, the IT Director for the City of Branson is currently working with a consultant and MPR to develop IT policies that will need to be approved to go into the City's HR Manual. One of those policies will be in regards to a Social Media policy. The committee was also informed that the Employee

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Human Resources Committee plans to bring a revised Dress Code Policy and Open Door Policy to the next HR Committee meeting.

**9) Adjourn.**

A move to adjourn was made by Bob Simmons, seconded by Kris Jones. Motion carried.